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10 February 195h

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To a Compareller

SAMJECT: Transfer of Astivities from the General Services Office to the Office of the Generaller

- 1. Pursuant to CEA Notice So. dated & February 1954, Subject: Tradefor of General Services Functions and Responsibilities, the Records Services Division of the General Services Office will be transferred to the Office of the Comptroller affective 15 February 1954.
- 2. The Records Services Division is composed of (a) the Machine Records Branch, and (b) the Records Mana essent and Distribution Branch. The transfer, however, does not include the Mail Control Section under the latter, as this is being transferred to the Logistics Office.
- ). Pertinent information regarding each of the activities being transferred to the Office of the Comptroller is as follows:

#### a. Table of Organization

Appendix A attached includes a list of the positions included in the personnel soiling of the activities being transferred to the Office of the Comptraller, together with the sames of incumbent employees, names of personnel in process, and these positions which cannot be filled under the existing personnel beiling,

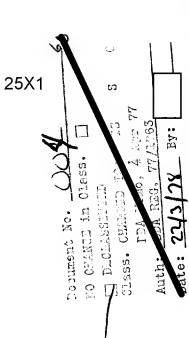
### b. Audret

Attached as Argendia B are copies of the Fiscal Years 1956-1955 Budgets for the Records Services Division, exclusive of the Kail Control Section which is being transferred to the Logistics Office.

## c. Both im Reserve Franch

(1) The quarterly I/O run for the Machine Records Franch as of M December 1953, required from the Classification and Fage Division on 25 January 1956, reflected changes, as a result of a classification review, in titles, series and numbers of certain positions in the Machine Records Branch. Secrete, immends as a I/O change covering the new titles, series and position maders had not previously been required from the Classification and Wage Division, the employees do not yet appear against the new notition musters. Action has

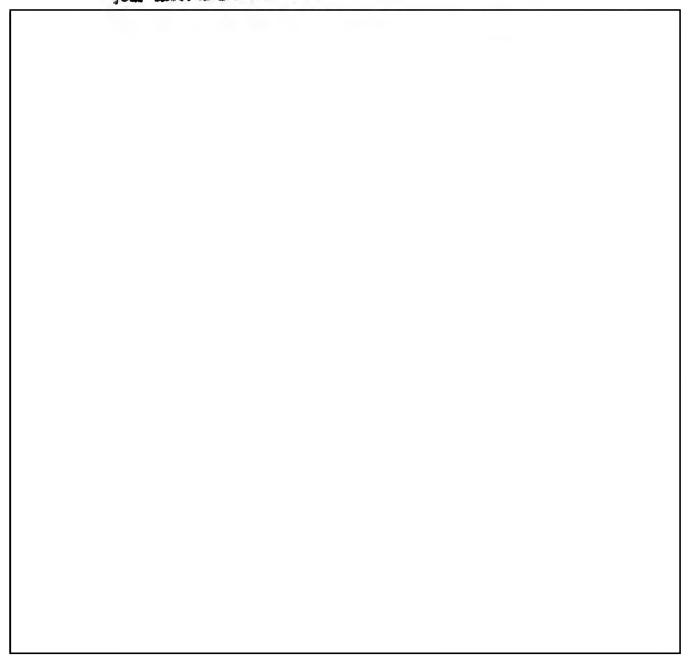




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not been taken by this Office to change the titles and to transfer these people to the new position numbers due to the fact that we received notification on friday, 28 January 1966, the day after the median run was received, that the Ceneral Services Office was to be shelished. A copy of the machine run pertaining to this Branch is attached (Appendix C) for your information and further action.

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- (5) The Career Service letter to eversees personnel having SS Gareer Sections was frafted and approved. However, et the request of the Acting Deputy Director (Administration), it has not been forwarded by this Office in view of the transfer has not been forwarded by this Office in view of the transfer of Comparal Services functions. Therefore, action on this will be required by the Office of the Comparaller.
- (6) Attached as Appendix B is a list of the projects and information on which macrime records currently exist. The principal new projects now pending in connection with Sachine Records are listed in Appendix R.
- (7) The principal problem confronting this activity has been the large smant of everties which it has been required to perform in order to ment deadline dates for various reports. This overtice has been drastically reduced, but there is a possibility of further valuations. Because of this problem, additional sajor further valuations. Because of this problem, additional sajor projects should not be undertaken without increases in personnel authorizations.
- (6) The alletment account for Machine Mesords Branch is No. 4-6618-20. The total sum alletted to date for Fiscal Year 1954 and the obligations and amphilipsted balance as of 28 January 1974 are as follows:

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# 4. Meserde Management and Distribution Bronch

- (1) At present mome of the personnel of this schivity are evereess and no requests are pending for such personnel.
- (2) Records purveys of the following activities have been completed or are new in process. These new in process are indicated by asterious.

office of the Director
Logistics
ONE
EX/Contacts
FI/NI & WA

\*General Coursel \*General Services \*KEI

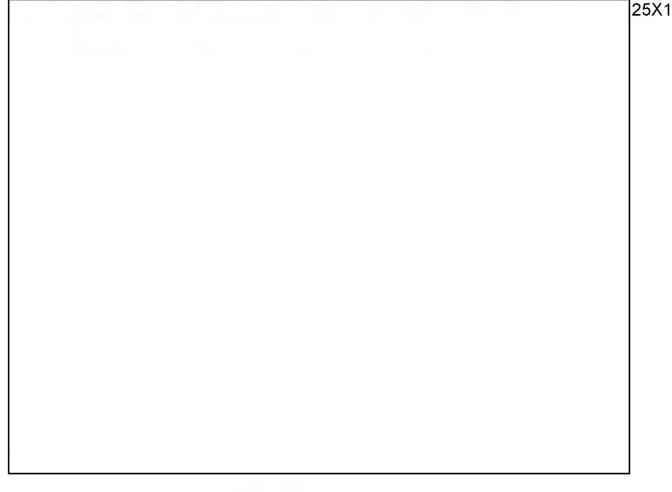
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(3) Attached as Appendix F is a list of the Area Records Officers for the various activities of the agency who are now charged with responsibility for carrying out the Records Hanagement Progress within the areas to which they are assigned.

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- (h) The Vital Materials Program as of 5 Pobriary 1956 totaled 1, Vi6,1th decements and deposite at the Repository at presently on a fairly current basis. The existing procedure provides for weekly reports on the status of this program, which reports will be made available to you by the Chief of the Smoords Services Division.
- (5) The projects in process at the present time in the Happenest schirty and the status of each are shown in Appendix C.
- (6) Two allotment accounts exist for these activities, i.e., Records Pervices and Records Center. The allotments to date for Fiscal Year 195k and the obligations and unobligated belances as of 28 January 25 Sk under these accounts are as follows:





- (7) We are currently operating the Records Management Program, with the exception of the Machine Records Branch, ascording to the organization which is a Machine Records I. It is recommended organization be considered by your office that this method of organization be considered by your office in recipeting and realigning these functions.
- been the verying degrees with which the Area Records Officers are able to perform. Programs contact is minimized with each area Records Officers to development of development of Area Records Officer to determine the extent of development of his program and to assist in the development wherever possible. He may event, some progress has been made in every major activity but the progress veries in proportion to the amount of time the Area Records Officers have been able to devote to this progress.
- functions has been completely assembled and all personnel are particularly well qualified in the fields to which they have particularly well qualified in the fields to which they have been assigned. The fature development of the program depends to a large extent on the offuring of specialized breining to a large extent on the offuring of specialized breining transfers programs in forms Control, Reports Samagement, Correspondence immagement, the ignory billing Hemmal, Microfilming Standards, frequention of Disposition Control Schooline, and a number of other items which may be considered for future inclusion in this program.
- L. At the time of the assignment of the Machine Records function to the Office of Administrative Services (now the General Services Office), on 15 Receiver 1950, there was a total of 1) employees in the Machine Records Branch. The Machine Reports activity was confronted with many enjoy problems regarding their procedures, personnel requirements, argenizational structure, exceptive overtime, mand for additional space, and other factors. Since the dove date the man or of personnel on duty and other factors. Since the dove date the man or of personnel on duty is the Machine Records Branch has grown from 13 to 51; (3 of these are in the Machine Records Branch has grown from 13 to 51; (3 of these are presently on duty in the Pool, two of whom are fully cleared pending presently on duty in the Pool, two of whom are fully cleared pending completion of £00 proceeding, and one who has only a provisional clearence); sufficient space and equipment has now been assigned and obtained; numerous procedures have been improved; and the hiving of many additional well qualified personnel has greatly assisted in the development of this mativity.
- and Wital Materials functions to the Villes of Aministrative Services on 15 November 1990, a total of 12 employees were transferred from NOO, on 15 November 1990, a total of 12 employees were transferred from NOO, five (5) from their Reserves Control Unit and seven (7) from their idealistrative Files Smit. A Recerds Consequent Program was relatively non-emistered on that date, as mone of the personnel transferred to the Coline of Administrative Survices at that time had any concept of the mathod of establishing a Records Management Program, nor has they had any particular training is this field. So training programs had

been conducted and an imadequate ? ) for this purpose existed. No Records Conter existed, mor was any plan water may for its development. Since that date a well qualified staff has been acquired, a Table of Organization moreovery to its operation has been developed, and excitates have been such of the individuals in impostry and is Covernment who are well sequented with the development of such a progress to its various aspects. Area Seconds Officers have been appointed, and a training progress was conducted in April, 1953, with certificates awarded to 53 Agency personnel with attended this course. Therefore, the foundation for the program has been laid. Its future development depends upon the perseverance of the individual staff employees, the Area Records Officers, and the support which is given to the overall program by Appintant Directors, Office Chiefs, and the Office of the Director. I cannot arge too strongly, in any consideration of the future development of the records program, that the records sotivities as now constituted with aimor medifications be good together. If this is not done, the Ageory may be confronted with the possible fallure of a sajor edministrative activity, which can result in very substantial improvements and economies.

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6. Lastly, I mant to particularly commend
Chief, Records Services Mivision, Semenal Services Office, for the
development of the Machine Records and Secords Management activities.
development of the Machine Records and Secords Management activities.
He has been primarily requestible and Secords the greatest magent of
the has been primarily requestible and Secords the personnel, and
gradit for organizing these activities, sequiring the personnel, and

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of the staff are well qualified out some are so now and the indivious programs for which they are responsible have not as yet been fully programs for which they are responsible have not been on only a sufficient developed due to the fact that they have not been on only a sufficient time for this purpose. However, all of the purposeal are extremely well time for this purpose. However, all of the personnel are extremely well qualified, and I am sure are well able to perform the assignments for which they were employed.

These that the shore information is helpful to you in assuming the resonability for these programs. Goviewally, I have not been able to include a number of things which are correctly under consideration or in precess as they are of a relatively minor or consideration or in precess as they are of a relatively minor or consideration or in precess as they are of a relatively minor or constitution of the metallic for discussion at your convenience with respect to any of the problems in these autivities.

Chief, Ceneral Services Office

Attachments() Lorendiess)